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If you want any assistance tomorrow night,
[REDACTED] will be there to take care of arrange-
ments.

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Attachments:
a/s

Ray:

Attached is a list of attendees for the In-House Dinner tomorrow night and also a seating chart. You will note that 20 people plan to attend. The seating arrangement is just a suggestion. Please feel free to make any changes. I think that with the exception of the head table, which should be reserved, the rest of the seating should be informal.

We have given a list of the attendees to the Executive Dining Room and will provide them with a seating arrangement after you have reviewed it.
(over)

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